

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 15-139

OPEN TO:	All Interested Candidates	OPENING DATE: September 4, 2015
TITLE:	Accountant	CLOSING DATE: September 17, 2015
GRADE:	FSN-10	AGENCY: USAID
POSITION NO:	80105-005	LOCATION: ISLAMABAD
SALARY:	Rs. 2,154,963 P.A. (Starting salary)	

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Accountant for the Office of Financial Management (OFM) in Islamabad. The position is classified at FSN-10 grade level. The starting salary for this position is Rs. 2,154,963 per annum and the maximum range is Rs. 3,998,103 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for the complete operating expense (OE) accounting and budget administration, financial planning, formulation, forecasting, analysis, and execution for USAID/Pakistan. H/She Enters OE and Program accounting transactions, maintains the integrity of the automated accounting system and produces financial reports. H/She serves as the Mission's Financial Specialist for all ICASS-related budget/issues.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a University Degree or host country equivalent (a minimum of 16 years of education) in accounting, finance or business administration, from a recognized university is required.

EXPERIENCE: A minimum of four years of progressively responsible experience in professional accounting, auditing, or financially-oriented business management.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required. Familiarity with budgeting techniques is desirable.

ABILITIES & SKILLS: Must be able to make independent judgments on budget estimates. Must be able to develop and maintain contacts with USAID/Pakistan's operations staff. Must be able to gather and present facts and recommendations in a clear and concise manner, both orally and in writing. Computer skills may be tested during the recruitment process.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/been promoted from one position to another are not eligible to apply within six months from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.

7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). **Applicants are advised to include all of their current and previous experience including duties and responsibilities that may not be directly related to the subject position. This information will be used as an official record of the applicant's prior work experience in the event he/she is selected for the position and subsequently applies for other positions within USAID/Pakistan.** Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html .

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 17, 2015

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.